

~~CONFIDENTIAL~~

Chief, Management Staff

12 January 1956

Chief, Records Management Staff

Weekly Report - Week Ending 11 January 1956

1. The Personnel Office is making further progress in their reports management program by requesting the recipients of reports to appraise their value. This approach should bring about substantial improvements. 25X1A9a

2. The Special Assistant to the DD/I [REDACTED] has requested that we review the recent inventory of reports conducted throughout their area and advise them of the proper approach to a complete installation of the reports management program.

3. A form has been developed for use of employees requesting permission to participate in activities outside the Agency. This form will be used in lieu of individually typed memorandums, [REDACTED] of which are submitted annually to the Office of Security. 25X1A1a

4. We have been requested to develop a standard inter-agency library form which can be used by all IAC agencies. The development of such a form could expedite considerably the obtaining of intelligence data by the IAC group.

5. As the result of a review of requisitions for safe filing equipment with the Office of Logistics and area records officers, we have been able to cancel requirements for 11 safes which would have cost the Agency \$2814.00.

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[Handwritten Signature] 1/12/56

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